

CEA



CAREER EXECUTIVE ASSIGNMENT

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

DEPARTMENT: Department of Corrections and Rehabilitation

POSITION: Deputy Director
Office of Substance Abuse Treatment Services
CEA Level 3

FINAL FILING DATE: May 17, 2010

SALARY RANGE: \$8,594 – \$9,476*

DUTIES/RESPONSIBILITIES:

Under the administrative direction of the Director, Division of Adult Rehabilitative Programs, the Deputy Director, Office of Substance Abuse Treatment Services (OSATS) is responsible for the statewide planning, development, implementation and coordination of substance abuse intervention, treatment and recovery programs for inmates and parolees. The program mission is to promote public safety and improve the effectiveness of departmental operations through the reduction of substance abuse-related problems among inmates and parolees. The Deputy Director is responsible for setting department-wide policy relative to substance abuse effort(s), determining overall service needs and assessing the impact of these efforts. This complex program scope requires interdivisional coordination, cooperation with local law enforcement and other State agencies.

The Deputy Director has the delegated authority to develop complex multi-divisional programs, acquire funding, recruit staff, implement and monitor program services, manage multiple budgets of general fund and reimbursement funding, provide legislative testimony on program issues, and assess the effectiveness of program services.

Duties include, but are not limited to:

- Develop, implement, and monitor the Department's system-wide Corrections Substance Abuse Plan for enforcement, prevention, education, intervention, and treatment within both prison-based and community programs including direct and indirect supervision of approximately 140 custody and non-custody staff. Recommend, develop, and implement policies, relative to the provision of substance abuse programming to inmates and parolees to reduce criminality and increase public safety. Monitor and evaluate all program policies and procedures; and establish and ensure compliance with all rules and regulations.
- Coordinate OSATS activities with federal funding agencies and other State agencies including the Department of Alcohol and Drug Programs, Employment Development Department, Labor Relations Board, Department of Social Services, Department of Child Support Services, and the Attorney General's Office, etc. to ensure high level interagency cooperation to provide substance abuse, employment, and parenting services to the offender population; oversee the development of proposals for contracted community programs and federal funding grant proposals; obtain/negotiate grant funding, develop support for new and continuing offender programs in the institutions as well as community settings; and coordinate the functions of the project evaluators (contract) and the consulting treatment contractors.
- Work with individual institutional management and community officials to design and implement new substance abuse programs, opportunities for inmates and parolees (e.g., Treatment Incentive Program, In-Custody Drug Treatment Program); and evaluate the effectiveness and impact of all programs and recommend and implement modifications to these programs.
- Provide testimony before legislative committees and court proceedings regarding program services; and propose legislation relative to the Department's substance abuse programs.
- Provide overall direction for the headquarters and field operations in the management of OSATS programs. Maintain accountability of inmates and parolees assigned to OSATS programs and manage annual budget; and meet with local law enforcement and labor representatives.
- Coordinate with other members of the Adult Programs executive team to ensure continued improvement of all CDCR rehabilitative programs.
- Participate on various committees and panels as chair or member. This would include advisory groups and committees created to address specific issues related to the assigned mission or departmental operations.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

KNOWLEDGE AND ABILITIES:

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the Department's equal employment opportunity program objectives; and a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively promote equal employment opportunity in employment and maintain a work environment that is free of discrimination and harassment.

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

These abilities and knowledge are expected to be obtained from the following kinds of experience: from paid or volunteer assignments; in State service; in other government settings; or in a private organization.

DESIRABLE QUALIFICATIONS:

1. Knowledge of substance abuse intervention, treatment, and recovery programs for inmates and parolees; adult correctional organizations; and State government.
2. Ability to analyze complex problems, recommend and initiate effective courses of action, and develop and implement policies and procedures; represent the Department before the Legislature, control agencies, local governments, and other state agencies on policy level issues.
3. Experience in the development, implementation, and evaluation of programs and policies; and knowledge of contemporary research and evidence-based practices as it applies to substance abuse treatment services of adult offenders.
4. Experience in personnel management and supervision which demonstrates the ability to motivate staff and manage large groups; and knowledge of the manager's role in providing equal employment opportunity in the work place.
5. Ability to perform major policy-influencing functions effectively and contribute to the design and implementation of effective rehabilitation programs.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager III, Correctional Administrator, Deputy Regional Administrator, Youth Authority Administrator, or Juvenile Parole Administrator, including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to communicate with legislators, local governmental jurisdictions, community and civic leaders. Experience in the development and implementation of policies and procedures.

EXAMINATION INFORMATION:

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge, and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria. In order to be successful in this examination, a minimum rating of 70 percent must be attained. Each candidate will be notified in writing of the examination results.

Interested applicants who meet the minimum qualifications **must submit:**

- A Standard State Application (Form 678) and resume that clearly addresses your experience with job titles, names and addresses of employers, periods of employment, and education relevant to the Minimum Qualifications listed above.
- A **Statement of Qualifications** that describes your experience, knowledge, and abilities as they relate to the desirable qualifications identified in this bulletin. You must provide specific examples. The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. In the Statement of Qualifications, the desirable qualifications **MUST** be addressed and numbered in the same order as is listed. It should not exceed four pages in length or be less than size 12 font. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION. RESUMES DO NOT TAKE THE PLACE OF THE STATEMENT OF QUALIFICATIONS.**

Information regarding the completion of a "Statement of Qualifications" may be obtained via the CDCR internet website at:

www.cdcr.ca.gov/Career_Opportunities/HR/OPS/Exams/Exams_Executive/index.html

USE AND APPLICATION OF EXAMINATION PROCESS:

The results of this examination will be used solely to fill the Deputy Director, Office of Substance Abuse Treatment Services, CEA Level 3 vacancy. For further information regarding this position, please contact Caleen Allen at (916) 327-8017 or caleen.allen@cdcr.ca.gov.

FILING INSTRUCTIONS:

A Standard State Application (Form 678), resume, and Statement of Qualifications must be submitted and postmarked by May 17, 2010 to Caleen Allen, Office of Executive Appointments, P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street, Room 108-N, Sacramento, California. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address listed above for the Office of Executive Appointments.

Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Career Executive Assignment (CEA) examinations, for which he/she meets the minimum qualifications. Person's applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of his/her DD214 with their Standard State Application (Form 678).

GENERAL INFORMATION:

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this examination and all candidates who pass will be ranked according to their scores.

The California Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

****The monthly salary may include a pay differential. The amount of the differential is not subject to PERS retirement provisions during the first 12-consecutive pay periods of employment. The pay differential does become subject to PERS retirement provisions beginning the 13th month of consecutive employment.***

DEPARTMENT OF CORRECTIONS AND REHABILITATION

Vision: With our partners, we protect the public from crime and victimization.

Mission: We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.